

**PERSONNEL BOARD AGENDA**  
**Monday, October 6, 2014 - 6:00 p.m.**

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Jorge Leal, Member; and Zoraya Pena, Member.

**AGENDA**

1. Request to approve the minutes of the September 2, 2014 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received September 2014.
  1. Elizabeth Sanchez                      911 Communications
  2. Erika Puig                                Fire Department
  3. Linda Boston                           Parks and Recreation Department
  4. Dalgis Arencibia                       Parks and Recreation Department
  5. Raul Sanchez                           Police Department
3. Report of **Leave Without Pay** List for September 2014.
4. Report of Civil Service **Appointments** for September 2014.
5. Report of Civil Service **Resignations** for September 2014.
  1. Adam C. Farrish                        Police Department
  2. Lazaro A. Paredes                      Police Department
6. Report of **Maternal/Paternal Leave** for September 2014.
  1. Marbelys Fatjo                         City Clerk's Office
  2. David Crespo                           Fire Department
  3. Javier Perez                             Fire Department
  4. Mark Sanchez                           Fire Department
  5. Roger Herrera                          Police Department
  6. Miguel Suarez                          Police Department
  7. Jeorge Vega                             Police Department
7. Report of **Leave of Absence** for August 2014. NONE

8. Request to certify the eligibility list for the position of **Library Administrator**.
9. Request to conduct a Civil Service examination for the **Receptionist** position with the following criteria:
  - a. In-house
  - b. 100% Written
  - c. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 43 - \$790 -\$1457 Bi-weekly

10. Request to hear **Unfinished Business**.

11. Request to hear **New Business**.

**NEXT PERSONNEL BOARD MEETING: "November 3, 2014"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.